

Public Disclosure Specialist (Communications Consultant 3)

\$3,377 - \$4,429 (Range 50) Monthly plus a comprehensive benefits package

Agency Information

The Department of Corrections is seeking a highly motivated individual to serve as a Public Disclosure Specialist to all Department Staff on public disclosure matters located at Headquarters in Tumwater, Washington. This recruitment may be used to fill possible vacancies that may become available in the near future.

PLEASE NOTE: This recruitment is for PERMANENT DOC EMPLOYEES only.

In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

IN ADDITION to applying, candidates are required to E-MAIL a RESUME and LETTER of INTEREST describing how you meet the qualifications and why you are interested in this position to: denise.vaughan@doc.wa.gov. Only applicants who submit these items will be considered for the position.

AGENCY PROFILE:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in WA State.

Agency Mission: To Improve Public Safety.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs 8,750 staff and has a biennial budget of approximately \$1.8 billion. For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

Reporting to the Department's Public Disclosure Manager, the Public Disclosure Specialist assists in ensuring the Department is in compliance with the Public Records Act, RCW 42.56 by disclosing records to the public in accordance with statute.

ESSENTIAL FUNCTIONS:

- > Serves as a consultant and resource to all Department Staff on public disclosure matters.
- > Provides training and monitors staff response time frames.
- > Ensures consistency in application of Public Disclosure laws, policies and process.
- > Coordinates and responds to public records requests on behalf of the Department.

Qualifications

REQUIRED QUALIFICATIONS:

- > Demonstrated ability to effectively communicate, independently analyze, and weigh the risks versus benefits in decisions and recommendations related to public disclosure issues.
- > Demonstrated organization and time management skills.
- > Demonstrated skill in business writing and group presentations, and the ability to present complex information in a way that is understandable to the audience.
- > Ability to maintain confidentiality, make accurate decisions and meet deadlines in stressful situations.
- > Ability to build rapport and trust with co-workers at all organizational levels.

DESIRED QUALIFICATIONS:

- > Two years working with the public disclosure of documents within the State of Washington.
- > Four years of broad based experience working with documentation preferably in the public sector.
- > High School diploma or GED.

Special Notes**APPLICATION PROCESS:**

Candidates are required to E-MAIL a RESUME and a LETTER of INTEREST to: denise.vaughan@doc.wa.gov. Only applicants who apply through e-recruiting and submit these items will be considered for the position.

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

By submitting a completed application to this announcement, you are acknowledging that all answers, statements and any other materials submitted to apply for this opportunity are true and complete to the best of your knowledge. You understand that the State may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

PLEASE CONSIDER THE FOLLOWING WHEN DECIDING TO APPLY FOR THIS OPPORTUNITY:

- > This position includes review of records that may be considered offensive and/or graphic in nature.
- > Intermittent evening and/or weekend work may be required.
- > Occasional travel may be required.
- > High levels of confidentiality practices must be maintained at all times.
- > All DOC facilities are smoke and/or tobacco free.
- > All Department of Corrections' employees are fingerprinted for a criminal history background check.
- > Work is performed in an office setting.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

COMPETENCIES FOR ALL EMPLOYEES:

The Core Competencies for all Department of Corrections' employees are: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 725-8405.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are

encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.

3. Click on Apply Directly under the heading **My Job Search and Applications**.

4. In the reference code field, enter ***21726*** and click on Start Search.

5. Click on the link under the **Job Posting** column heading to view the complete announcement and apply.

6. Click through all the tabs along the top to complete your application and a questionnaire.

7. Attach your current resume through the **Attachments** tab.

8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.

9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.